Case Creation

Summation Express/Pro	Summation iBlaze

• Create a new case.
 	
1. Log in as an administrator or as a user that has permissions to create cases.
2. Click **Create New Case**.
3. Enter a **Case Name** and a **Description**. Note: Case Names must be only alphanumeric characters. Special characters will cause the case creating to fail.
4. Enter the **Case Folder Path** and **the Job Data Path**. Note: This setting may have a default value that you can use or change, or this setting may be configured and hidden by the administrator.
5. (Optional) Click the **Custodians** tab to add custodians to the case. This is where you configure the custodians of the evidence of this case. Custodians for the case can be configured later, but should be done before processing evidence.
6. Click the **Processing Options** tab to set the processing options for the case. This is where you set the options for how the evidence is processed when it is added to the case. This setting may have a default value that you can use or change, or this setting may be configured and hidden by the administrator.
7. Select one of the following options:
  A) **Create Case**: Click to create the case without importing evidence. This option will create the case and return you to the Case Management page. You can then configure the case by adding evidence, assigning permissions, and so on.
  B) **Create Case and Import Evidence**: Click to create the case and begin importing evidence.
	• Create a new case.
	
	1. Access the **Create New Case** dialog from one of the following locations:
	  A) From the **Case** menu, select **New**.
	  B) Right-click the current case name in the **Case Explorer** (if you have a case open) and select **New Case** from the menu.
	3. In the **Start a New Case** box, type a name for your case and click **OK**.
	4. If you want to require password protection for the case, click **Yes** in the **Password Confirmation** box. The **Enter Password for This Case** dialog is displayed.
	5. Type the password that you want to use for the case in the **Enter Password for This Case** and **Confirm password** boxes. The case is created.